

YOUTH SERVICES POLICY

Title: Notification to Courts and Parents/Guardians When Youth are Seriously Injured Next Annual Review Date: 02/25/2016	Type: B. Classification, Sentencing and Service Functions Sub Type: 6. Medical/Mental Health Number: B.6.8
Page 1 of 5	
References: ACA Standard 4-JCF-4C-58 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policies A.1.4 "Investigative Services", B.2.2 "Youth Classification System and Treatment Procedures", B.3.1 "Composition/Location/Retention of Active and Inactive Secure Care Youth Records", B.6.4 "Accident and Injury Evaluations", C.2.6 "Use of Interventions - Secure Care", C.5.1 "Performance Data and Information", and C.5.2 "Regional Office Duty Officers and Facility Administrative Duty Officers (ADOs) Reporting of Serious Incidents"; and the Contracted Health Care Provider's Policy No. C-44 "Injury Prevention/Reporting"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 02/25/2013

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish a reporting process for YS secure care employees to follow when notifying judges of serious youth injuries and to establish responsibility for notifying parents/guardians of youth accidents and/or incidents of injury.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Regional Directors, Director of Investigative Services (IS), Facility Directors, Regional Managers, and the Contracted Health Care Provider (CHP). Facility Directors are responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

Accident and Injury (A&I) Form – A document used by the CHP to record youth accidents and incidents of injury. (See attached sample)

Accident / Incident Tracking on HQ - The database located in Lotus Notes in which all A&I's are entered by YS staff.

Accident and Injury (A&I) Tracking Document - The electronic document that YS employees use to enter the information from a completed A&I Form into the CHP's database. The document is for tracking purposes only. (See attached sample)

Category A Injury - An injury that threatens life or limb as noted on the A&I Form.

Category B Injury - An injury that requires urgent treatment by a doctor or severely restricts usual activities as noted on the A&I Form.

Category C Injury – An injury that requires follow up by a doctor as noted on the A&I Form.

Central Registry Database – The database located in Lotus Notes used by Investigative Services (IS) staff to track investigative progress and trends, monthly reports, summary reports of allegations, etc.

Juvenile Electronic Tracking System (JETS) - The centralized database utilized to track all youth under OJJ supervision custody and to record all case record activity.

V. POLICY:

It is the Deputy Secretary's policy that YS staff shall notify the adjudicating judge of youth accidents/ injuries when a Category A or B injury is noted by the CHP on the A & I Form.

Injuries reported as a Category C on the A&I Form shall only be reported to the adjudicating judge through the JETS "Quarterly Progress Report to the Court" pursuant to YS Policy B.2.2.

Parents/guardians shall be notified of all Category A and B injuries by the Facility Director/designee pursuant to Section VI.A.2.below.

VI. PROCEDURES:

A. Secure Care Facility Staff Responsibilities

1. Notification to Courts

- a. Within 24 hours of receipt of an A&I Form from the CHP, (excluding weekends and holidays), designated facility staff shall enter the information from the A&I into the "Accident/Incident Tracking on HQ" database.
- b. Following input into the "Accident/Incident Tracking on HQ", designated facility staff shall ensure that a "Notification of Injury" letter to the adjudicating judge is generated immediately for all Category A and B reportable injuries as noted on the A&I Form.
- c. Designated facility staff shall fax the "Notification of Injury" letter to the adjudicating judge within 24 hours, (excluding weekends and holidays), and the appropriate Regional Manager.
- d. The "Notification of Injury" letter, along with the fax confirmations, shall be filed in the youth's Master Record under Clip VIII.

2. Notification to Parents/Guardians

- a. When an injury is reported as a Category A or B on an A&I Form, the Facility Director/designee is responsible for and shall notify the youth's parent/guardian via telephone as follows:
 - 1) Within 24 hours if the injury is not serious, does not require a trip to the hospital or hospitalization or a medical procedure; or
 - 2) If the injury requires a trip to the hospital or hospitalization or a medical procedure, the parent/guardian shall be contacted within one (1) to three (3) hours of the incident – as soon as the facts of the associated incident and the extent of the injuries are verified.

- b. An injury reported as a Category C on an A&I Form shall be discussed with the youth's parent/guardian during the youth's quarterly staffing.
 - c. Parent/guardian contacts shall be documented in JETS within three (3) working days of the contact.
3. Consultation with the CHP Prior to Parent/Guardian Contact

Prior to contacting the youth's parent/guardian, the Facility Director/designee shall consult with the CHP about the extent of an injury, new diagnosis, medications ordered, medication changes, prognosis, etc.

B. Investigative Services (IS) Responsibilities

- 1. Within 24 hours of receipt (excluding weekends and holidays) of an A&I Form from the CHP, IS staff shall determine if the injury should be treated as an allegation of abuse, requiring the opening of a new case in the "Central Registry on HQ" database and the assignment of a case number.
- 2. If an IS case number is assigned to an A&I Form, IS staff at the facility shall immediately generate the "Judges Letter Original – By Judge" from the "Central Registry on HQ" database. The original letter shall inform the judge that an investigation has been initiated in reference to the injury and that the outcome will be reported in a follow up letter following completion of the investigation.
- 3. The judge's letter shall be faxed within 24 hours, (excluding weekends and holidays), and the original letter along with the fax confirmation, shall be filed in the IS case file.
- 4. On the completion date of the IS investigation, IS staff at the facility shall generate the "Judges Letter Follow-Up – By Judge" from the "Central Registry on HQ" database, providing a short description of the investigation into the incident and, advising the judge of the outcome of the investigation.
- 5. The follow-up letter shall be forwarded to the Director of IS for review and approval prior to issuance. Upon approval, the "Judges Letter Follow-up – By Judge" shall be forwarded to the judge within 24 hours.

All letters must be signed by both the Lead Investigator and the Director of IS.

6. Should a problem arise when generating the “Judges Letter Follow-up – By Judge”, an email shall be forwarded to the designated facility staff responsible for A&I input into the “Accident/Incident Tracking on HQ” database. The email shall be used to track the problems, with a copy placed in the IS case file.
7. Copies of both judge’s letters shall be forwarded simultaneously to the Facility Director, the youth’s Case Manager and the appropriate Regional Manager when faxed to the judge.
8. The original judge’s letters along with the fax confirmations and email receipts shall be filed in the IS case file.
9. The IS Director is ultimately responsible for ensuring that judges are notified of all Category A and B reportable injuries.

VII. Quality Assurance:

- A. The Director of Treatment and Rehabilitation shall be responsible for the following:
 1. Conducting JETS quarterly quality assurance reviews to ensure that judges are being notified of all Category A and B reportable injuries as noted on the A&I Form;
 2. Conducting on-site visits to randomly review youth case records from the JETS quality assurance reviews for accuracy; and
 3. Reporting the findings of both the JETS and on-site quality assurance reviews to the Assistant Secretary/designee, Facility Director, appropriate Regional Director, and Continuous Quality Improvement Services.

Previous Regulation/Policy Number: B.6.8
Previous Effective Date: 03/08/2012



Attachments/References: [Sample of Blank CCS A I Form.pdf](#) [Sample of Blank OJJ AI Tracking Document.pdf](#)